

Message Text

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ORIGIN OIC-04

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DRAFTED BY IO/OIC EFGARWOOD:NC

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FM SECSTATE WASHDC

TO AMEMBASSY LIMA

UNCLAS STATE 219572

E.O. 11652: N/A

TAGS: OCON, OAS

SUBJ: ADMINISTRATIVE ARRANGEMENTS FOR MEETING OF SPECIAL
COMMITTEE OF OAS, LIMA, NOV. 19-DEC. 5, 1973.

1. USDEL TO SUBJECT MEETING EXPECTED TO NUMBER APPROXI-
MATELY 12 PERSONS, INCLUDING SUPPORT STAFF. EMBASSY
REQUESTED RESERVE ONE SUITE AND NINE SINGLES AT SHERATON
HOTEL COMMENCING O/A NOVEMBER 18. ALSO RESERVE ONE SUITE
AND ONE SINGLE COMMENCING O/A NOVEMBER 27. EMBASSY SHOULD
OBTAIN GUARANTEED RATE FROM HOTEL FOR THESE ACCOMMODATIONS,
TO OVERCOME POSSIBLE RECURRENCE OF SITUATION OF LAST JUNE
WHEN HOTEL CHARGED HIGHER THAN AGREED UPON RATE. ADVISE

DEPARTMENT SOONEST OF THE RATES.

2. USDEL REQUESTS THREE OFFICES BE SET ASIDE IN CHANCERY
FOR DELEGATION USE, PREFERABLY SAME OFFICES PROVIDED FOR
LAST MEETING, AND TO MAKE ONE CAR AVAILABLE FOR USE OF THE
CHAIRMAN.

3. DEPARTMENT WILL ALLOCATE FUNDS TO COVER REASONABLE
OVERTIME FOR THE DRIVER. EMBASSY SHOULD INFORM DEPARTMENT
SOONEST OF ESTIMATED OVERTIME COST, PLUS ANTICIPATED
LONG DISTANCE TELEPHONE CALLS, USING PREVIOUS JUNE/JULY
MEETING AS BASIS FOR ESTIMATES.

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4. NAMES AND ARRIVAL DATES WILL BE FURNISHED AS SOON AS
TRAVEL PLANS HAVE BEEN COMPLETED. RUSH

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